



# Streamlined Banking Newsletter

September 2006  
Issue 2

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## Important Dates to Remember

### \* Date Change

- September 13, 2006 - Transition Session #1 \*
- October 5, 2006 - Transition Session #2 \*
- November 2, 2006 - Transition Session #3 \*
- November 28, 2006 - Transition Session #4 \*
- January 4, 2007 - Transition Session #5 \*

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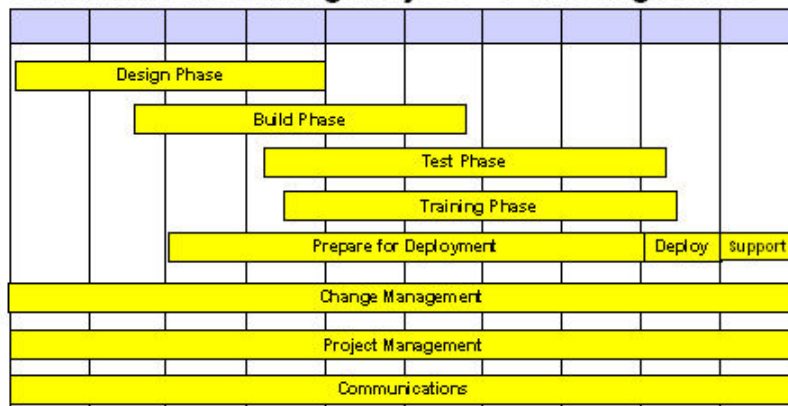
## Check Out Our Website!

<http://sao.georgia.gov>



## Key Milestones

### Streamlined Banking Project – 6 Pilot Agencies



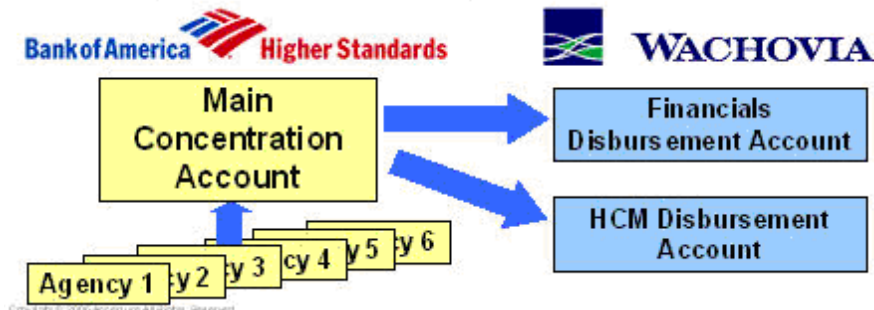
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## Spotlight: The New Bank Account Structure



The Bank RFP for Streamlined Banking has been completed and contracts have been awarded to the two winning banks. Bank of America will provide services for the main concentration account and agency main depository accounts, while Wachovia will provide services for the financial and HCM disbursement accounts.

The bank account structure will consist of one main depository bank account per agency, one main concentration account for the state, and two main disbursement accounts (Financials and HCM) for the state. The agency main depository accounts will be structured as ZBA accounts to sweep the funds to the main concentration account and will be depository only accounts. The disbursement accounts will be controlled disbursement accounts and funded daily from the main concentration account.



*SAO – Fiscal  
Leadership for  
Georgia*

**SAO and OTFS will be responsible for the bank relationship. See the roles of SAO, OTFS, and the Agencies below:**

TASK	SAO	OTFS	Agency
Bank administration for the main concentration, main agency depository and disbursement accounts	√		
Bank administration for any local depository accounts			√
Reconciliation of the main concentration and disbursement account	√		
Reconciliation of the agency main depository accounts			√
Reconciliation of local depository accounts			√
Same day wires		√	
ACH payments	√	√	√
Positive Pay files	√		
Disbursement exceptions	√		√
Deposit exceptions	√		√
PeopleSoft Bank Maintenance (changes, additions, deletions)	√		
Open new bank accounts		√	

## Highlighted SB Team Members of the Month



**M**ario Covington has been employed with SAO for 1 year. Currently Mario is Technical Documentation Specialist for the State Accounting Office.

Mario has over 7 years of Technical Writing experience. Prior to joining the State Accounting Office, Mario worked as a Technical Writer with Cingular Wireless Headquarters in Atlanta, Georgia.

Mario earned a Bachelor of Arts degree in Mass Communications from Savannah State University. He holds a Microsoft Certified Systems Engineer Certification (MCSE) and is a member of the Society of Technical Communication.

Mario likes to spend his free time with his family and friends. He also enjoys motorcycle riding, swimming, and playing basketball.

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**K**ersa Bouie has been employed with Accenture for 2 years. Currently Kersa is a Change Management Consultant with Accenture working with SAO on the SB project.

Prior to joining the Accenture, Kersa attended Clark Atlanta University in Atlanta, Georgia where she earned a B.A. Degree in Business Administration.

Kersa likes to spend her free time listening to music and playing Sudoku.

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**D**onna Harold has been employed with Accenture for 4 years. Currently Donna is a Manager with Accenture working with SAO on the SB project.

Donna has over 17 years of financial management and consulting experience. Prior to joining Accenture, Donna worked in hospital financial management.

Donna earned a Bachelor of Science degree in Accounting and a Masters degree in Finance from State University of New York at New Paltz. She holds a CMA, CFM and PeopleSoft Certification and is a member of the Institute of Management Accountants.

Donna likes to spend her free time sailing, swimming and gardening.

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**T**oni Kennelly has been employed with SAO for 1 year. Currently Toni is the ERP Solutions Team Lead for the State Accounting Office.

Toni has 20 years of banking experience. Prior to joining SAO, Toni started her career in Branch Banking. She then moved to Trust Accounting, Pensions and 401K. Toni is also experienced in management, accounting, budget, performance measurement, workforce management forecasting and staffing.

Toni earned a Bachelor of Business Administration degree in Accounting from Georgia State University. She holds a Six Sigma Greenbelt Certification and is a member of the Georgia Fiscal Managers Council.

Toni likes to spend her free time swimming, reading, gardening and collecting antique glass.

## Upcoming Events!

### Transition Sessions

The Transition Sessions will disseminate important information to Leadership, Key Users and Production Support concerning the Streamlined Banking Project and the transition activities ahead.

Session	Course Description and Modules	Planned Date	Time	Location	Course #	Session #
<b>Transition Session #1: Streamlined Banking Overview</b>	<p>This session provides an overview of the State of Georgia's goals for the Streamlined Banking initiative, benefits roles and responsibilities, and the high level deployment approach. This session will also discuss:</p> <ul style="list-style-type: none"> <li>• Training Overview</li> <li>• Resources Available</li> <li>• Upcoming Sessions</li> </ul>	September 13, 2006	9am-11am	200 Piedmont Ave, Suite 1514 (GTA) B & C, West Tower	407FR01	0001
<b>Transition Session #2: Cash Management and Changes Ahead</b>	<p>This session provides an overview of the Cash Management module. Also discussed:</p> <ul style="list-style-type: none"> <li>• COA / HCM Account Code Changes</li> <li>• Customer File Conversion</li> <li>• Deployment Overview</li> <li>• Job/Role Impact</li> <li>• Agency Readiness and Task List</li> <li>• Upcoming sessions</li> </ul>	October 5, 2006	2pm-4pm	200 Piedmont Ave, Suite 512 West Tower	407FR02	0002
<b>Transition Session #3: SAO Disbursement Center and Accounts Receivable / Billing</b>	<p>This session provides an overview of the SAO Disbursement Center (including changes to Accounts Payable and HCM). Also discussed:</p> <ul style="list-style-type: none"> <li>• Bank Administration</li> <li>• Accounts Receivable and Billing Changes</li> <li>• Agency Readiness and Task List Review</li> <li>• Upcoming sessions</li> </ul>	November 2, 2006	9am-11am	200 Piedmont Ave, Suite 1816 A & B, West Tower	407FR03	0003

Have your Agency Training Coordinator sign you up today! If your agency has no training coordinator or the session is full, please email [SLBFeedback@sao.ga.gov](mailto:SLBFeedback@sao.ga.gov) and someone will register you for the session number listed above. Please be sure to have you employee ID number, phone number, and email address ready.

## LOOK Out for Policies and Procedures

We need your input!

**Coming Soon!!!** Be sure to keep an eye out for a communication inviting you to provide feedback on the new Cash Management Policies and Procedures.

**Draft Policies and Procedures include: Bank Administration, Bank Communications, Bank Distribution, Bank Settlement, Cash Receipts, Esheatment.**

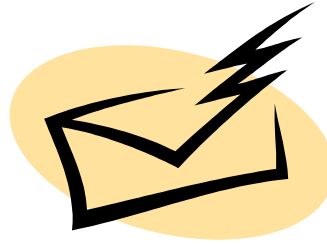
Visit the [SAO Website](#) and click **Statewide Accounting>Streamlined Banking>Draft Policies and Procedures.**

Please take the time to fill out the [SAO Policy and Procedures Feedback Form](#) with detailed feedback for each State Accounting Office Cash Management Draft Policy and Procedure. Your feedback is important to us and will help refine these draft Policies and Procedures to their final version.



## Glossary of Terms

- **ACH** - Automated Clearing House - Central distribution point for transferring funds electronically for participating depository financial institutions.
- **Change Agent** - is an Agency's primary person responsible for insuring a successful transition onto Streamlined Banking.
- **ERP** - Enterprise Resource Planning
- **GAAOC** - Judicial Council of Georgia Administration Office of the Courts.
- **Positive Pay** - System that provides agencies disbursing accounts a service to detect.
- **RFP** - Request for Proposal - a written formal request sent out for pricing and service quotes.
- **SB** - Streamlined Banking
- **SMEs** - Subject Matter Experts
- **UPK** - User Productivity Kit – an interactive on-line training tool used for system training in PeopleSoft.



**For more information on the Streamlined Banking Project or comments/questions about the Project Newsletter, contact the communications team at:**

**[SLBFeedback@sao.ga.gov](mailto:SLBFeedback@sao.ga.gov)**

**Additional information can also be found at the SAO Website by clicking on the Streamlined Banking link:**

**<http://sao.georgia.gov>**

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